

**COMSATS Institute of Information Technology, Lahore****Purchase Section**

Date: August 24, 2017

Case # 2133

Single Stage Two Envelops**Title of Quotation:** **IT Items for Multimedia, Class Rooms, Labs and Meeting Rooms, CIIT-Lahore*****Technical Portion (Please mention the quoted model/ brand in technical portion with no mention of price otherwise the bid will be rejected)***

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank column (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially).	Quantity		Quoted Model / Brand with meeting the all specifications
1	<u>KVM Switch</u> D-Link 222 or Equivalent As per Sample available at CIIT-Lahore	05	Nos.	
2	<u>Flexible Pipe 2inch</u> Best Quality Adamjee or Equivalent	85	Meters	
3	<u>Flexible Pipe 4inch</u> Best Quality Adamjee or Equivalent	20	Meters	
4	<u>Sound cables</u> F8V235-12, 2 RCA to 3.5mm Y Cable, Length 03 Feet As per Sample available at CIIT-Lahore	14	Nos.	
5	<u>Motherboard Cell</u> Brand Cellimon Cells or Equivalent As per Sample available at CIIT-Lahore	37	Nos.	
6	<u>White spray for screens</u> Best Quality	02	Nos.	
7	<u>Stud / Screw for Rostrum front plate</u> Best Quality As per Sample available at CIIT-Lahore	200	Nos.	
8	<u>Rostrum lock</u> Lockwood 692 Pin Tumbler Cupboard Lock or equivalent Best Quality	20	Nos.	
9	<u>Hard disk SSD 60GB (Refeb)</u> Samsung / Seagate or Equivalent	05	Nos.	
10	<u>RAM 4GB Module</u> DDR-III, Samsung / Seagate / Kingston or Equivalent	04	Nos.	
11	<u>Multimedia screen 6*8</u> Luckey or Equivalent	04	Nos.	
Turnkey Basis				

Signature of Contractor with Stamp

Note:

- Vendors are required to inspect the sample (s) of items where mentioned in BoQs (As per Sample available at CIIT-Lahore) before quoting price / model to avoid quality and specification issues.
- Bidders are required to provide the samples of all items with technical bid.
- Technical evaluation shall be done on the quality of Sample (s).

Financial Portion (Price and Brand/Model to be mention only in Financial Proposal in a separate sealed envelope)

Sr. #	No change in the BoQs (Specs & Qty.) of CIIT, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CIIT's BoQ may lead to rejection of bid (fully or partially). Item Name & Specification	Qty.		Rate to be quoted Inclusive of all (applicable) Taxes		
				Quoted Model / Brand	Unit Price (Rs.)	Total Price (Rs.)
1	<u>KVM Switch</u> D-Link 222 or Equivalent As per Sample available at CIIT-Lahore	05	Nos.			
2	<u>Flexible Pipe 2inch</u> Best Quality Adamjee or Equivalent	85	Meters			
3	<u>Flexible Pipe 4inch</u> Best Quality Adamjee or Equivalent	20	Meters			
4	<u>Sound cables</u> F8V235-12, 2 RCA to 3.5mm Y Cable, Length 03 Feet As per Sample available at CIIT-Lahore	14	Nos.			
5	<u>Motherboard Cell</u> Brand Cellimon Cells or Equivalent As per Sample available at CIIT-Lahore	37	Nos.			
6	<u>White spray for screens</u> Best Quality	02	Nos.			
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8	<u>Rostrum lock</u> Lockwood 692 Pin Tumbler Cupboard Lock or equivalent Best Quality	20	Nos.			
9	<u>Hard disk SSD 60GB (Refeb)</u> Samsung / Seagate or Equivalent	05	Nos.			
10	<u>RAM 4GB Module</u> DDR-III, Samsung / Seagate / Kingston or Equivalent	04	Nos.			
11	Multimedia screen 6*8 Luckey or Equivalent	04	Nos.			
Grand Total Amount (Rs.)						

Signature of Contractor with Stamp

Note:

- Purchase / work order (s) will be awarded on **Grand Total Amount /Turnkey Basis**.
- Please quote the rates on CIIT-Lahore BoQs and clearly mention the quoted model / brand, otherwise your bid / items may be rejected.
- Multiple prices of an item may lead to rejection of the item / bid.

Signature & Stamp of the Bidder

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. **Any addition, deletion or modification of any clause of the procurement terms & conditions of CIIT by any vendor will not be acceptable and may lead to rejection of the bid.**
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **05 days**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
6. The quotation should be submitted in a sealed envelope.
7. The envelope shall also bear the word **"CONFIDENTIAL"** and the title of procurement of **"IT Items for Multimedia, Class Rooms, Labs and Meeting Rooms"**.

Secretary Purchase Committee

COMSATS Institute of Information Technology, Lahore Campus

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

8. Payment will be made on submission of Invoice in the name of "COMSATS Institute of Information Technology, Lahore Campus" with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery and installation, and COMSATS Lahore acceptance / inspection thereof.
9. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
10. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
11. If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-
 - a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled.
12. The bid should be submitted in a sealed and stamped envelope up to **August 30, 2017 before 1400 Hrs** and will be opened on the same date at **1430 hrs** in the presence of available bidders.
13. COMSATS Institute of Information Technology, Lahore Campus, will follow the PPRA rule of single stage two envelope procedure;
 - i. The bid shall comprise a single package containing **two separate envelopes**. Each envelope shall contain separately the **financial proposal** and the **technical proposal**;
 - ii. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion;

Signature of Contractor with Stamp

- iii. Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened;
- iv. The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of the procuring agency without being opened;
- v. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;
- ix. and
- x. The bid found to be the lowest evaluated bid shall be accepted.

14. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**

Signature of Contractor with Stamp